

ROLES OF THE BOARD AND LIBRARY DIRECTOR

General

BOARD

1. Review frequently the library's services to insure they relate directly to the needs of the service area.
2. Participate in each phase of the planning process
3. Establish the goals and objectives of the library in the form of a written long-range plan. Progress should be evaluated annually and plans revised accordingly.
4. Keep abreast of national and regional library trends and standards of library service.

LIBRARY DIRECTOR

1. Participate in and/or help conduct community analyses to determine the library needs of the service area.
2. Participate in and provide necessary support for each phase of the planning process.
3. Provide information and direction to the Board as it establishes goals, objectives and a long-range plan.
4. Keep abreast of national and regional library trends and standards of library service.

BOARD

1. Study, know and act according to the State Library Law.
2. Establish policies for the operation of the library in accordance with the Library Law.
3. Receive and expend all monies and other properties received by the library in accordance with written library policy.

LIBRARY DIRECTOR

1. Study, know and act according to the State Library Law.
2.
 - a. Recommend policies to the Board for the operation of the library in accordance with the State Library Law.
 - b. Administer all policies properly adopted.
3. Administer, with the supervision and approval of the Board, the receipt and expenditures of all library funds and other properties.

BOARD

4. Insure that accurate records are kept of all revenue and expenditures as well as board proceedings. Monitor the records regularly. Insure that complete annual reports are filed in appropriate format with the State Library.
5. Evaluate and approve agreements or contracts with companies, institutions, or individuals for services, equipment, materials and buildings for library when appropriate.

LIBRARY DIRECTOR

4.
 - a. Keep accurate records of all revenue and expenditures as well as library programs and operations as directed by the Board.
 - b. Report regularly to the Board.
 - c. Compile annual reports and submit them to the Library Board and the State Library.
5. Recommend to the Board, and upon its approval, arrange agreements or contracts with companies, institutions or individuals for services, equipment, materials and buildings for the library.

BOARD

6. Review annually the maintenance programs for the library's buildings and grounds, and check insurance coverage for both structures and contents.
7. Actively support beneficial library legislation on local, state and federal levels.
8. Abstain from any action or decision which could be construed as a conflict of interest.

LIBRARY DIRECTOR

6. Review annually the maintenance programs for the library's buildings and grounds, and check insurance coverage for both structures and contents. Provide a current inventory of library property and materials to insure adequate coverage.
7. Actively support beneficial library legislation on local, state and federal levels.

Policy-Making

BOARD

1. Establish written policies governing the operation of the library. Include materials selection/deselection policy, personnel policy, circulation policy, program policy, gifts policy and regulation governing the library's use.
2. Establish cooperative agreements with other libraries and information agencies when available and appropriate.
3. Consider any citizen or staff suggestions or complaints regarding adopted policies.

LIBRARY DIRECTOR

1.
 - a. Recommend needed policies to the Board.
 - b. Interpret policies to the staff and public.
 - c. Administer the library within the framework of the library's policies.
2. Recommend cooperative agreements with other libraries and information agencies when available and appropriate.
3. Relay to the Board any citizen or staff suggestions or complaints regarding adopted policies.

Budgeting

BOARD

1. Know the library's financial situation. This requires knowing the financial situation of the funding entity. Learn about other possible sources of revenue; e.g. fines, fees, grants, gifts, endowments, bond issues.
2. Work with the Director to formulate and adopt an annual budget to carry out the library's goals and objectives.
3. Together with the Director present the budget to the funding entity and the general public. Explain and defend it as necessary.

LIBRARY DIRECTOR

1. Provide the Board with information on the library's financial status, anticipated income and means of acquiring funds from alternative sources.
2. Formulate with the Board an annual budget which clearly states the amount of money needed, the services and materials which will be provided with the money, and the priorities among the various library services.
3. Together with the Board present the budget to the funding entity and the general public. Explain and defend it as necessary.

Budgeting continued

BOARD

4. Monitor constantly the status of the budget as funds are expended.
5. Set standards for and formally accept gifts or endowments.
6. Recommend and approve application for and/or acceptance of other possible sources of revenue.
7. Approve and support cooperative efforts with other libraries to make more effective use of funds.

LIBRARY DIRECTOR

4. Report regularly to the Board concerning expenditures, revenue and budget status.
5. Recommend standards for formally accepting gifts and endowments.
6. Investigate and recommend other possible sources of revenue and prepare applications for Board examination and approval.
7. Investigate and recommend recommend methods of cooperation with other libraries to make more effective use of funds.

Personnel

BOARD

1. Employ a competent and qualified director.
2. Establish a written personnel policy. Include job description, responsibilities, salary schedules, procedures for hiring and firing, as well as other regulations. Fringe benefits such as leave, sick pay, holidays, and insurance, should be detailed. Salaries and fringe benefits should be competitive with comparable positions in the community and throughout the state.
3. Evaluate the Director annually.
4. Provide funds and professional leave for the Director and staff to attend workshops and other library-related continuing education opportunities.

LIBRARY DIRECTOR

1. Select and supervise all other library personnel.
2. Administer all aspects of the library's personnel policy. Serve as channel of communication between the staff and the Board of Trustees.
3. Evaluate the staff annually.
4. Attend professional meetings and workshops. Actively encourage staff to upgrade their library skills and knowledge through continuing education.

Public Relations

BOARD

1. Be a personal user of the library.
2. Promote library services and needs on a personal level with business associates and social acquaintances.
3. Fund and support an active public relations program for the library.
4. Establish a good working relationship with community leaders. Board members should be able to talk knowledgeably and amicably with local officials about library finances and programs.

LIBRARY DIRECTOR

1. Maintain a high level of library service and a friendly, inviting and helpful atmosphere within the library.
2. Be visible in the community and encourage staff to be also.
3. Develop and sustain an effective public relations program using all available formats; e.g., media, personal appearance, outreach, displays, special events.
4. Establish a good working relationship with community leaders.

Public Relations continued

BOARD

5. Maintain cordial contacts with officials at all levels of government; local, county, state and national.
6. Maintain cordial contacts with members of the media and other opinion shakers in the county.
7. Study and actively support legislation to improve library services on local, state and national levels.

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